

JOB DESCRIPTION
Essex County, VA

Job Title	Animal Shelter Manager
Department	Tappahannock/Essex County Animal Shelter
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	County Administrator
Supervises:	Supervises employees and volunteers – ACO, Deputy ACO, Animal Care Technician

JOB SUMMARY/PURPOSE

Under limited supervision, this position performs administrative, management, supervisory and daily tasks in coordinating the efficient operation of the Essex County/Tappahannock Animal Shelter. Work involves maintaining the shelter in accordance with state statutes and insuring animal control local ordinances are enforced to ensure public safety and welfare, while providing safe housing for domestic animals until they are adopted, transferred, sent to rescued or euthanized if necessary. The Animal Shelter Manager is responsible to plan, organize, implement and supervise the Animal Shelter and Animal Control programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Supervises employees and volunteers, and performs related management functions for the Animal Shelter and Animal Control Department;
- Develops and implements shelter operating policies and procedures, while coordinating and inspecting daily work activities; develops and implements policies and procedures for animal placement, including animal health and available resources;
- Coordinates proper follow-ups of animal adoptions, verifying required vaccinations, licensing and sterilization of all dogs and cats;
- Works closely with the public regarding rescue and adoption efforts; works with various Rescue Agencies when animals cannot be adopted; works with Veterinarians to ensure health of animals;
- Directs the development and training of personnel, ensuring their proper induction, orientation, and training; trains and develops shelter volunteers;
- Develops and administers educational programs on responsible pet ownership, spay/neuter, and other knowledge, or skills; conducts outreach to schools, seniors and various groups to promote responsible pet ownership and regulations related to tags and leashes, etc.;
- Performs daily inspections of shelter and coordinates resulting activities; performs all duties of the Animal Care Technician as needed along with other employees and volunteers;

- Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will, with the understanding that an emphasis is placed on the importance of maintaining a positive image;
- Performs general administrative, maintenance, and support work as required, including, but not limited to, processing mail, preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, and attending and conducting meetings;
- Develops Department policies and procedures and assigns, trains and supervises staff, Consults with County Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval for such personnel actions;
- Prepares and administers operating budgets for department; presents budget to the Board of Directors, County Administrator and Board of Supervisors;
- Submits oral and written reports to County officials and state agencies as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with trends and state, federal, and local regulations related Animal Shelters and the enforcement of Animal Control;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Associates Degree in Animal Sciences or Business or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by over three years of administrative/management experience and advanced training in code enforcement or a closely related field. Love of animals preferred

Licenses or Certificates:

- Valid Virginia Driver's License

Knowledge, Skills and Abilities:

- Knowledge of the functions and interrelationships of the County and other governmental agencies;
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities Animal Shelter and Animal Control;
- Knowledge of how to plan, organize and direct the operation of an animal shelter;
- Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities
- Knowledge of various breeds of dogs, cats and other domestic animals, including livestock;
- Knowledge of principles of licensing, controlling and disposing of animals, methods of animal collection and impoundment;
- Knowledge of normal and abnormal animal behavior, and symptoms of animal abuse;

- Knowledge of types of equipment, materials and specialty items used in animal control procedures;
- Knowledge of the occupational hazards and safety precautions of the industry;
- Ability to communicate effectively using solid reading, writing, listening, and speaking skills. Ability to produce documents that accurately convey information;
- Skills in the use of computers for word processing and records management;
- Ability to use independent judgment and discretion in supervising various programs, including determining procedures and developing policies, setting priorities, setting schedules, maintaining standards, and resolving problems;
- Ability to complete the duties of the position without the need of direct supervision;
- Ability to plan, organize and prioritize daily assignments and work activities;
- Ability to compile, organize, and utilize various types of financial information necessary in the preparation of the budget, monitor expenses, coordinate audits, and the utilization of staff, and equipment efficiently and effectively;
- Ability to read and interpret various materials pertaining to the responsibilities of the job; ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner;
- Ability to maintain effective relationships with personnel of other departments, veterinarians, rescue groups, community groups, professionals, and members of the public through contact and cooperation;
- Ability to make public presentations, conduct training of staff and volunteers;
- Ability to deal with sensitive situations with tact and diplomacy;
- Ability to deal courteously, yet firmly and effectively with the public;
- Ability to maintain high standards of accuracy in exercising duties and responsibilities;
- Ability to plan, manager and organize efficient daily work routines and office procedures.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, cleaning equipment, disposal equipment of animal feces, laundry equipment		X	X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	

Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling animals for concerns		X		
Bending, pulling, pushing		X		
Other-Driving Van		X		
Other-Cleaning cages		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

